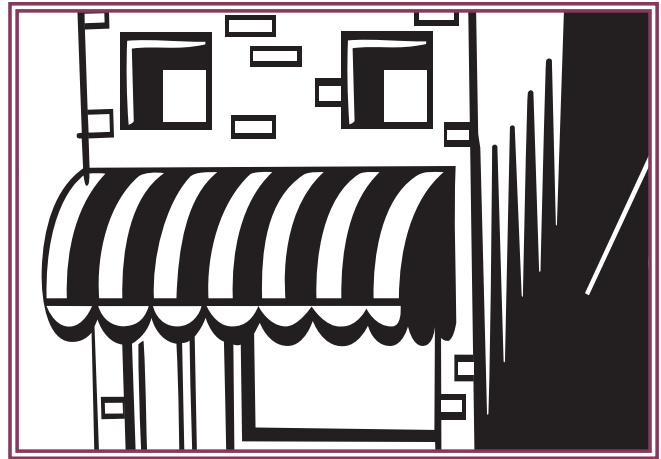




AWNINGS

Department of
Community Development
Bureau of Buildings & Zoning

City of Rochester, New York



GENERAL INFORMATION REQUIRED

When applying for an awning permit you will need:

- Property owner's name, address and phone number
- Applicant's name, address and phone number
- If applicable, contractor and/or plan preparer's name, address and phone number
- Project description, including size and location of awning
- Workers' Compensation Insurance Certificate or waiver

If installer is homeowner or individual contractor without Workers' Compensation insurance, a waiver, available in the permit office, may be substituted for certificate

If contractor has employees, a Certificate of Workers' Compensation must be provided, naming the City of Rochester as certificate holder and addressed to:

City of Rochester
Permit Office
City Hall Room 121B
30 Church Street
Rochester, New York 14614

MAPS & DRAWINGS REQUIRED

- Two (2) copies of Instrument Survey Map for subject property
- Two (2) copies of construction details, drawn to scale, including dimensions, graphics, methods of attachment, and footings/foundation if applicable. Drawings may need to be signed & sealed by a design professional licensed in the State of New York

FEES

The fee is based on the written cost estimate of the project including labor and materials whether purchased, owned or donated. The following table indicates the typical awning permit fees according to the cost estimate:

Cost Estimate	Permit Fee
\$0–2,000	\$50.00
\$2,001–4,000	\$70.00
\$4,001–6,000	\$90.00
\$6,001–8,000	\$110.00
\$8,001–10,000	\$130.00
\$10,001–12,000	\$150.00
\$12,001–14,000	\$170.00
\$14,001–16,000	\$190.00
\$16,001–18,000	\$210.00
\$18,001–20,000	\$230.00

If cost estimate is greater than \$20,000, please call 428-6561 for permit fee and other possible requirements.

MINIMUM INSPECTIONS REQUIRED

- Framing before enclosing, if applicable
- Final inspection upon completion

OWNER/APPLICANT RESPONSIBILITIES

- Ensure that a permit is obtained in Room 121B of City Hall
- Ensure all inspections are performed as above
- Ensure that work is performed as per plans submitted with application
- Ensure that no damage or encroachment occurs to adjacent property during construction

Metered parking is available on N. Fitzhugh St. adjacent to the building. Other parking is available in the Sister Cities Garage across the street from City Hall. The office is open from 9:00 a.m.–4:45 p.m.

The information in this brochure is a general overview. Certain applications may require more in-depth analysis.

ADDITIONAL REQUIREMENTS

- If awning contains graphics, it is treated as a sign and will require a sign permit in lieu of an awning permit
- An encroachment permit from the Department of Environmental Services is required if the awning will be encroaching over the public right-of-way. Call 428- 6848 for information
- A flame-spread certificate will be required for cloth or vinyl covered awning
- If awning will be located over pedestrian access way, minimum height restrictions will apply. Call 428-6561 for information
- If a property is located within a preservation district or is a landmark site, a Certificate of Appropriateness will be required from the Preservation Board, call 428-7043 for more information
- Call 428-6561 with any questions regarding construction details during the planning stages